

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

<input type="checkbox"/> <u>Accessing contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No: 1072-1/16-1
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<input type="checkbox"/> <u>Re-Bid</u>	<input checked="" type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: YES <input checked="" type="checkbox"/> NO
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Requisition/Project No: RQID1600074 TERM OF CONTRACT: 8 YEARS

Requisition/Project Title: Furniture Office and Non-Office

Description: This solicitation will establish a pool of pre-qualified vendors capable of delivering/providing various types of office and non-office furniture, including but not limited to replacement parts, upholstery, all related products, installation and support services and solutions. This solicitation is for Miami-Dade County and will be made available to other governmental agencies/entities.

Funding Source: Various
User Department(s): See attached list

Issuing Department: Various Depts (see attached) Contact Person: R. Campbell Phone: 305-375-3233
Estimated Cost: \$73,000,000.00 for 8 year term

ANALYSIS

Commodity No.: 670-66		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here N/A if this is a New Contract/Purchase with no Previous History			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	See attached	See attached	See attached
Small Business Enterprise:	N/A	N/A	N/A
Contract Value:	\$125,493,057.62	\$125,493,057.62	\$125,493,057.62
Continued on another page (s): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: *Roma Campbell* Date to DBD: September 19, 2016
Date Returned to DPM: _____

SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This solicitation will establish a pool of pre-qualified vendors capable of delivering/providing various types of office and non-office furniture, including but not limited to replacement parts, upholstery, all related products, installation and support services and solutions.

2.2 TERM

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required RFQ documents. The pre-qualification pool shall expire on the last day of the last month of the eight (8) year period.

2.3 PRE QUALIFICATION CRITERIA

Vendors shall submit all of the qualifying documents with their submittal form. It shall be the sole prerogative of the County to determine the number of vendors who will be included under the pre-qualification pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified vendors.

Requirements:

2.3.1 The successful bidder(s) must submit a letter on the manufacturers' letterhead from each manufacturer that the successful bidder(s) will represent in this contract, stating that the successful bidder is an authorized representative of the manufacturer's product line. If a bidder fails to provide the manufacturer's authorization letter they will not be allowed, under this contract to represent the manufacturer. This "source-of-supply" letter must remain current throughout the term of this contract.

2.3.2 Bidders shall provide contact information to include: Name of contact, company's main phone number, contact phone number if different from main phone number, facsimile, email address, website information, and cellular number for Primary (required) and Secondary (optional). In addition, provide staff(s) who are responsible for providing a response to spot market quotes issued by the Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 8:00 a.m. and 5:00 p.m. (Eastern Standard Time).

2.4 CATALOGS AND PRICE LISTS

The vendor shall submit two (2) copies of the current manufacturer's price list(s) and catalog(s) with the initial offer or a digital price list or catalogs will be preferred. These documents shall be in effect at the commencement of the contract and as catalogs become updated throughout the term of the contract, the vendor must provide the County with the updated catalogs. Discounts offered will be evaluated against these price lists and catalogs. Miami-Dade County may allow a vendor to submit price list during the evaluation period.

Upon request, the vendor shall provide additional sets of the manufacturer's product catalogs and price lists at no additional cost to the County.

The lowest price based on percentage discount or mark-up will be calculated on a manufacturer by manufacturer basis and will be determined using one of the two following ways according to the bid proposal received:

By taking the price from the manufacturers "Most Recent Published Price List" or catalog, minus the discount off the list.

Example:

$$\text{"List Price"} (\$100.00) - \text{"Discount"} 40\% (\$40.00) = \text{"Price"} \$60.00$$

or

Where manufacturers do not have a "Price List" but have a "Net Price" book, the lowest price will be calculated as the "Net Price" plus the mark-up.

Example:

$$\text{"Net Price"} (\$100.00) + \text{"Mark-up"} 10\% (\$10.00) = \text{"Price"} (\$110.00)$$

2.5 METHOD OF AWARD: TO THE HIGHEST PERCENTAGE DISCOUNT OR TO THE LOWEST MARK-UP BY MANUFACTURER (Exclusive of Options)

Award of this contract will be made to the responsive, responsible bidder(s) who offers the highest percentage discount off the manufacturers' most recent published price lists per manufacturer product line or the lowest mark-up per manufacturer product line, whichever is most advantageous to the County. Award will only be made to one bidder per manufacturer product line.

2.6 PRE-AWARD INSPECTION

The County may conduct a pre-award inspection of the bidder's site to determine if the bidder(s) possesses the competency to perform the services as outline. The County recognizes that from time-to-time manufacturers change their dealer structure. Any manufacturer wishing to rescind their "source-of-supply" letter for an awarded bidder/vendor may do so in writing to the County. The County may then re-award that manufacturer to another bidder as designated by said manufacture while maintaining same discount and/or mark-up.

2.7 INDEMNIFICATION AND INSURANCE

Additional or revised insurance requirements may be necessary when performing work in certain County facilities that limit or restrict access. Any change or addition in insurance requirements will be detailed in the RFQ.

2.8 DELIVERY REQUIREMENTS

The vendor shall deliver and or install as established on the RFQ. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the vendor(s); except in such cases where the delivery will be delayed due to acts of God, strikes, or other causes beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the

original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the vendor(s) to whom the RTQ is awarded fail to deliver and or install in the number of days stated, the County reserves the right to cancel the contract on a default basis. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent vendor with any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

Certain County employees may be authorized in writing to pick-up materials under this RTQ. Vendors shall require presentation of this written authorization. The vendor shall maintain a copy of the authorization. If the vendor is in doubt about any aspect of material picked-up, the vendor shall contact the appropriate user department to confirm the authorization.

2.9 WARRANTY

A. Type of Warranty Coverage Required

In addition to all other warranties that may be supplied by the bidder, the bidder shall warrant its products and/or service against faulty labor and/or defective material, for a minimum period of six (6) months after the date of acceptance of the labor, materials and/or equipment by the County or as otherwise detailed within the Request for Quotation. This warranty requirement shall remain in force for the full six (6) months period; regardless of whether the bidder is under contract with the County at the time of defect. Any payment by the County on behalf of the goods or services received from the bidder does not constitute a waiver of these warranty provisions.

B. Correcting Defects Covered Under Warranty

The bidder shall be responsible for promptly correcting any deficiency, at no cost to the County, within five (5) calendar days after the County notifies the bidder of such deficiency in writing. If the bidder fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the bidder, in writing, that the bidder may be debarred as a County bidder and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the bidder in default of its contract, and/or (b) procure the products or services from another vendor and charge the bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

The successful bidder shall be responsible for all shipping costs associated with the return of defective parts or devices, whether new, remanufactured or refurbished. Additional warranty may apply if so specified in the Request for Quote issued by the authorized County departments.

2.10 ACCIDENT PREVENTION AND BARRICADES

Precautions shall be exercised at all times for the protection of persons and property. All vendors performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these

requirements shall be borne solely by the responsible vendor. Barricades shall be provided by the vendor when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

2.11 CLEAN-UP

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

2.12 COMPLIANCE WITH FEDERAL REGULATIONS

Since the goods, services, and/or equipment that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.

2.13 DAMAGED GOODS WHEN SHIPPING IS PROVIDED BY VENDOR:

The vendor shall be responsible for filing, processing, and collecting all damage claims against the shipper.

2.14 FURNISH AND INSTALLATION REQUIREMENTS

The specifications and/or statement of work contained within this solicitation describe the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the bidder from furnishing, installing or performing such work where required to the satisfactory completion of the project.

2.15 ADDITIONAL MANUFACTURERS/VENDORS MAY BE ADDED

The County may replace any vendor(s) who has gone out of business or has had their "source-of-supply" letter rescinded by the manufacturer. The County at its sole discretion may make a separate request for bids for specific new or replacement manufacturers during the contract period. Such request(s) for bids will be made to vendors who meet the requirements of this solicitation.

All items added, whether part of the original award or part of subsequent addition(s), are subject to the terms and conditions of the contract.

2.16 PURCHASE OF OTHER ITEMS AND OR SERVICES WITHIN THIS SOLICITATION BASED ON DISCOUNTS FROM PRICE LISTS OR BASED ON PRICE QUOTES:

The County reserves the right to purchase other items/services based on discounts from price lists or based on price quotes during the term of this contract.

2.17 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS/AGENCIES

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein

from the successful bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency (ies).

2.18 MULTIPLE AWARDS BY MANUFACTURERS PRODUCT

It is the County's intent to award all Products from a manufacture to one bidder unless that manufacturer markets specific products separately in which case the award may be split between two bidders. If a manufacturer has a different discount structure for different product lines such as between chairs and systems furniture, these should be shown separately by the bidder in the bid proposal, in order to clarify the complete proposal to the County.

2.19 SECURITY PROCEDURES AT CERTAIN MIAMI-DADE COUNTY DEPARTMENTS

Miami-International Aviation (MDAD), Water and Sewer (WASD), Transportation and Public Works (DTPW) and Seaport (PortMiami) Departments operate under strict security regulations. These regulations involve the issuance of special identification (ID) cards.

Please see Section 1, General Terms and Conditions, Paragraph 1.46 for information pertaining to this Section. Security procedures must be adhere to at all times. There are no exception to the rules.

MIAMI-DADE

SECTION 3 – TECHNICAL SPECIFICATIONS**3.1 SCOPE OF WORK**

This contract is to pre-qualified vendors capable of delivering/providing various types of office and non-office furniture, including replacement parts, upholstery, all related products, installation and support services and solutions. The successful bidders will represent the awarded manufacturer product lines in the contract.

3.2 ELECTRICAL HOOK-UP

The successful bidder shall be responsible, when required by the County to install and connect the electrical supply including outlets, junction boxes and installation of power supply to the house power panel and components of the "System Furniture" when such electrical components are to be part of the furniture procured from the bidder. Electrical components shall be installed by a licensed electrician competent to perform each connection. A building permit is required and is the responsibility of the bidder. A separate price quotation will be requested for the bidder for specific projects for the electrical hook-up when required. When approved by the County and included in the purchase order the successful bidder may invoice the County for such electrical hook-up costs, in addition to the normal discounted installation cost.

3.3 WAREHOUSING

Should conditions dictate that the delivery or installation of the furniture be delayed through no fault of the bidder, the successful bidder shall be required to warehouse subject furniture for a period not to exceed thirty (30) calendar days at no additional cost to the County. Should the warehousing exceed thirty (30) calendar days, the successful bidder may after negotiations with the County, invoice the cost of the goods and additional warehousing period to the County.

3.4 ASSEMBLED (DEFINED)

All items procured by the County under this agreement must be delivered and set in place to the address and location indicated by the County, free of delivery charges. Furniture which requires on-location assembly, (items which consist of component parts which require extensive screws, bolts or electrical connection or attachment to floor, wall or ceiling) may be subject to installation charges, such as system furniture, filing systems, component furniture and bolted-in-place seating. Installation charges will not be allowed for loose seating, filing cabinets, or free standing desks, including "L" and "U" shaped desks.

SECTION 4 - BID SUBMITTAL FORM

Enter Company's Legal Name _____

Enter Company's Federal tax Identification Number _____

RESPONSE FORM

CONTACT INFORMATION:



Section 2, Paragraph 2.3.3	Primary Contact Information (required):	Initial as completed
	Company's Name:	
	Primary Contact Name:	
	Company's Main Phone Number:	
	Company's Facsimile:	
	Contact Phone Number if different from main number:	
	E-Mail Address:	
	Cellular Phone Number (if applicable)	
	Secondary Contact Information (optional):	
	Secondary Contact Name:	
	Company's Main Phone Number:	
	Company's Facsimile:	
	Contact Phone Number if different from above:	
	E-Mail Address:	
	Cellular Phone Number (if applicable)	

**SECTION 4 - BID SUBMITTAL FOR
FURNITURE CONTRACT OFFICE AND NON-OFFICE**

FIRM NAME: _____

Manufacturer

Discount Off Price List

Markup Net Price

Manufacturer: _____

Catalog No.: _____ Delivery Days After Receive of Order _____

Estimated Quantity	Discount Off List Price	OR	Markup Net Price
\$100,000	_____ %		_____ %

Manufacturer: _____

Catalog No.: _____ Delivery Days After Receive of Order _____

Estimated Quantity	Discount Off List Price	OR	Markup Net Price
\$100,000	_____ %		_____ %

Manufacturer: _____

Catalog No.: _____ Delivery Days After Receive of Order _____

Estimated Quantity	Discount Off List Price	OR	Markup Net Price
\$100,000	_____ %		_____ %

Manufacturer: _____

Catalog No.: _____ Delivery Days After Receive of Order _____

Estimated Quantity	Discount Off List Price	OR	Markup Net Price
\$100,000	_____ %		_____ %

Make copies of this proposal page as needed to include all the manufacturers you will represent

**SECTION 4 - BID SUBMITTAL FOR
FURNITURE CONTRACT OFFICE AND NON-OFFICE**

FIRM NAME: _____

Manufacturer

Cost of Installation based on Percentage of Project Value

OPTIONAL: Installation Cost

Manufacturer: _____

Estimated Quantity Installation Cost

\$10,000.00 _____ %

Manufacturer: _____

Estimated Quantity Installation Cost

\$10,000.00 _____ %

Manufacturer: _____

Estimated Quantity Installation Cost

\$10,000.00 _____ %

Manufacturer: _____

Estimated Quantity Installation Cost

\$10,000.00 _____ %

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